

Effective Date: August 7, 1994

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ASSISTANT ADMINISTRATOR, DIVISION OF VETERANS HOME

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory positions located within the Department of Veterans Affairs which function as the Assistant Administrator of the Division of Veterans Home. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This one-position classification specification encompasses the professional supervisory position located within the Department of Veterans Home which functions as the Assistant Administrator of the Division of Veterans Home. The position allocated to this classification supervises and directs the Bureaus of Personnel Services, Financial Services, Materials Management, Engineering/Physical Plant Services, and the Security/Transportation section; and meets the statutory definition of supervisory as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and development, budget development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Veterans Affairs or positions which do not function as the Assistant Administrator of the Division of Veterans Home.
2. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

ASSISTANT ADMINISTRATOR, DIVISION OF WISCONSIN VETERANS HOME

The position allocated to this classification functions as the Assistant Administrator of the Division of Wisconsin Veterans Home. This position supervises and directs the Bureaus of Personnel Services, Financial Services, Materials Management, Engineering/Physical Plant Services, and the Security/Transportation Section.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

WAT 6/94
07600